



Civil Service Commission  
50 W. Gay Street, Room 600  
Columbus, Ohio 43215

City of Columbus

## Examination Announcement

Application/Employment Information  
TDD  
Testing Center  
Web Address  
Application Office Hours:

(614) 645-8369  
(614) 645-6200  
(614) 645-7439

[www.csc.columbus.gov](http://www.csc.columbus.gov)

Monday, Wednesday, Thursday\*, 9:00 a.m. – 4:00 p.m.

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**OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT:** The names of the applicants passing this administration of this exam will be used to create a NEW, OPEN COMPETITIVE, eligible list for this classification and will replace the names of applicants on the current eligible list. If you are interested in having your name included on the new eligible list, you will need to apply for this exam within the filing period indicated below and successfully complete all phases of the testing process. Questions regarding this process can be directed to the Applicant and Employees Services Unit at (614) 645-8369.

Recruitment Number: **06-1971-C1**  
Class Code: **1971**  
Class Title: **Laboratory Assistant**  
Salary Range: **Range 18 - 23**  
Pay Rate: **\$14.13 - \$19.19**  
Opening Date: **Monday, May 15, 2006 at 9:00 a.m.**  
Closing Date: **Wednesday, May 24, 2006 at 4:00 p.m.**

Applications may be filed ON LINE at [www.csc.columbus.gov](http://www.csc.columbus.gov), BY MAIL, or IN PERSON at the Civil Service Commission located in the Beacon Building, 50 West Gay Street, Room 600, Columbus, Ohio 43215. All visitors to the Beacon Building are required to produce a picture ID, verifying their identity, in order to visit the Commission offices. Once submitted, applications become the property of the Civil Service Commission and are subject to all applicable public records laws.

### Minimum Qualifications

Possession of a valid motor vehicle operator's license, completion of the twelfth school grade, and one (1) year of laboratory experience.

Substitution(s): One (1) year of college training involving laboratory work may be substituted for the one (1) year of required experience. A certificate of high school equivalence (GED) will be accepted in lieu of the twelfth grade completion requirement.

In accordance with CSC Rule VI(D)(1), a motor vehicle operator's license requirement may be waived by the Executive Director for qualified applicants who are disabled and have alternative transportation available for work-related use. Applicants interested in obtaining this accommodation should contact the CSC Applicant and Employee Services Office at (614) 645-8369 and request an ADA form.

### Classification Information

**CLASS DEFINITION:** Under general supervision, is responsible for preparing materials for testing and conducting basic laboratory tests; performs related duties as required.

**EXAMPLES OF WORK:** (A complete listing of examples of work for this classification can be found on the class specification, available on our website [www.csc.columbus.gov/Classes/job\\_classes.htm](http://www.csc.columbus.gov/Classes/job_classes.htm) or at the Civil Service Commission located at 50 West Gay Street, Room 600).

**VETERANS PREFERENCE:** Veterans Preference Credit is only applicable to open competitive examinations. A DD-214, or other comparable document, showing branch of service, length of active service and character of discharge must be submitted to the Commission no later than the final day of testing in order to receive consideration for this credit.

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**Please see reverse side for more information**

## Examination Information

### Certification Process: Ten Point Fixed Band

The examination process will consist of:

**A two part examination, 50% written (short answer) and 50% multiple-choice, covering the following subject areas:**

Laboratory Equipment	Mathematics (calculators permitted)
Laboratory Procedures/Safety	Information Ordering
Reading Comprehension	Maintaining Records/files

**The exam will be administered in late June or early July.**

Approved applicants will be notified by mail of their scheduled test date and time.

**Candidates must bring to the test site on the day of the exam a picture ID, a candidate approval notice, and, when required, a current transcript verifying all post-high school coursework and/or degrees completed.**

**All applicants must complete all phases of the testing process in order to receive a final score.**

## Notes to Applicants

**QUESTIONS OR SPECIAL ACCOMMODATIONS:** Requests for accommodations based upon permanent disabilities or accommodations based upon military commitments must be made prior to the end of the filing period. If you would like to request a special accommodation or have questions regarding this process, please call the Commission offices at (614) 645-8369.

**BACKGROUND INVESTIGATION:** A background investigation, which may include fingerprinting, will be conducted regarding an applicant's work history, police records and educational background.

**PRE-EMPLOYMENT DRUG SCREENING:** As part of the City of Columbus' employment procedures and desire for a drug free work place, applicants will be required to undergo a pre-employment drug screening that is conducted by a vendor designated by the City. After a conditional offer of employment has been made and prior to starting employment with the City, applicants will have 24 hours to complete the required drug test. Any offer of employment that an applicant receives from the City is contingent upon satisfactory completion of this screening. Positive results are considered public under law, and applicants testing positive will be removed from consideration for employment with the City for a period of at least twelve (12) months.

**EMPLOYMENT VERIFICATION:** At time of hire, employees must submit original documentation to prove identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986.

**RESIDENCY REQUIREMENT:** Unless otherwise specifically provided by the Charter, all employees shall at all times, during their employment, maintain their residence within the boundary lines of Franklin County or one of its six (6) contiguous counties.

**POLITICAL OFFICE:** Laws applicable to Civil Service prohibit classified employees from holding an office in any political organization (See Columbus city Charter Section 156 and Columbus City Codes Section 161.05)

**IF YOU CHANGE YOUR NAME OR ADDRESS** at any point in the selection processing or during the life of the eligible list, **YOU MUST NOTIFY THE CIVIL SERVICE COMMISSION IN WRITING OF THE CHANGE.** Failure to notify the Commission may result in disqualification from the selection process.

**\*COMMISSION HOLIDAYS:** Civil Service Commission offices will be closed on the following nationally recognized holidays: New Years Day; Martin Luther King, Jr. Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Thanksgiving Day; and Christmas Day.